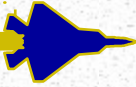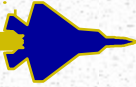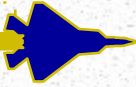# SOW TRAINING

Overview

- **SOW Format**

- **Who Reviews**

- **What to Review**

- **Important Points**

- **Useful Tools**

First Step

- **Gather Data - Research**
- **Governing Regulations (Functional)**
- **AFI 38-203, 63-124, AFM 38-208**
- **READ Manpower Standards**
- **Develop Matrix**
- **Existing PWSs**
- **Existing Data Sources**
- **Train Members**

SOW Format

- **MANDATORY FORMAT!!!**

- **Section 1 - Specific Tasks**

- **Section 2 - Service Delivery Summary**

- **Section 3 - Government Furnished Property and Services**

- **Section 4 - General Information**

4

SOW Format
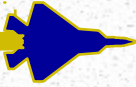
- **Appendices**
  - **1: Definitions/Acronyms**
  - **2: Workload Data**
  - **3: Government Furnished Property**
  - **4: Reference Publications**
  - **5: Maps/Work Area Layouts**
  - **6: Reports**
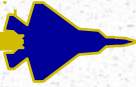 - **7: Support Agreements**
  - **8: Contingency Requirements**
  - **9: Transition Plan**
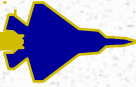 - **Others as necessary**
    - **Quality Standards**

Who Reviews?

- **OPR**
  - **Functional W/Assistance from Contracting**
- **Local CSMSG**
  - **Local Requirements**
- **Base SOW Team**
- **Industry**
  - **Clarifications/Suggestions**
- **MAJCOM CSMSG**
- **IRO**
- **Suggest we Supplement**
  - **Manpower Validate Requirements**
  - **This is a CORE function of Manpower**

What to Review

Section 1 - Specific Tasks

Section 2 - Service Delivery Summary

Section 3 - Government Furnished Property and Services

Section 4 - General Information

Definitions/Acronyms

Workload Data

Government Furnished Property

Reference Publications

Maps/Work Area Layouts

Reports

Support Agreements

Contingency Requirements

Transition Plan

What to Review

Specific Tasks (Section 1)

SDS (Section 2)

GFP/S (Section 3)

General Info (Section 4)

Def Acrons

Work Estimate

GFP

Referenced Pubs/Forms

Maps

Reports

Support Agreements

Trans Plan

Contingencies
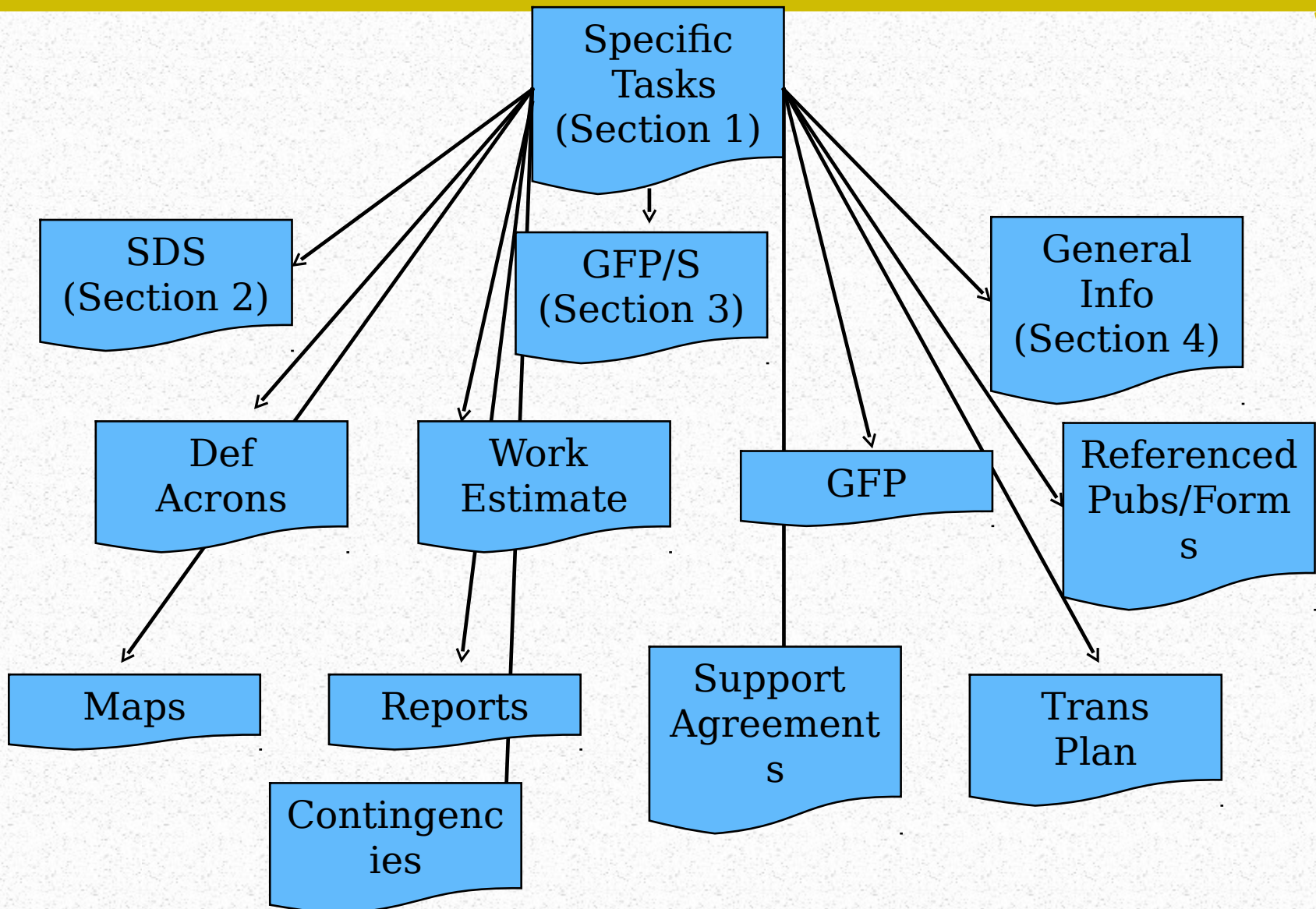
What to Review

What to Review

TASK TWO (Section 1)

SDS (Section 2)

GFP/S (Section 3)

General Info (Section 4)

Def Acrons

Work Estimate

GFP

Referenced Pubs/Forms

Maps

Reports

Support Agreements

Trans Plan

Contingencies

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What to Review

TASK ETC
(Section 1)

SDS
(Section 2)

GFP/S
(Section 3)

General
Info
(Section 4)

Def
Acrons

Work
Estimate

GFP

Referenced
Pubs/Forms

Maps

Reports

Support
Agreements

Trans
Plan

Contingencies
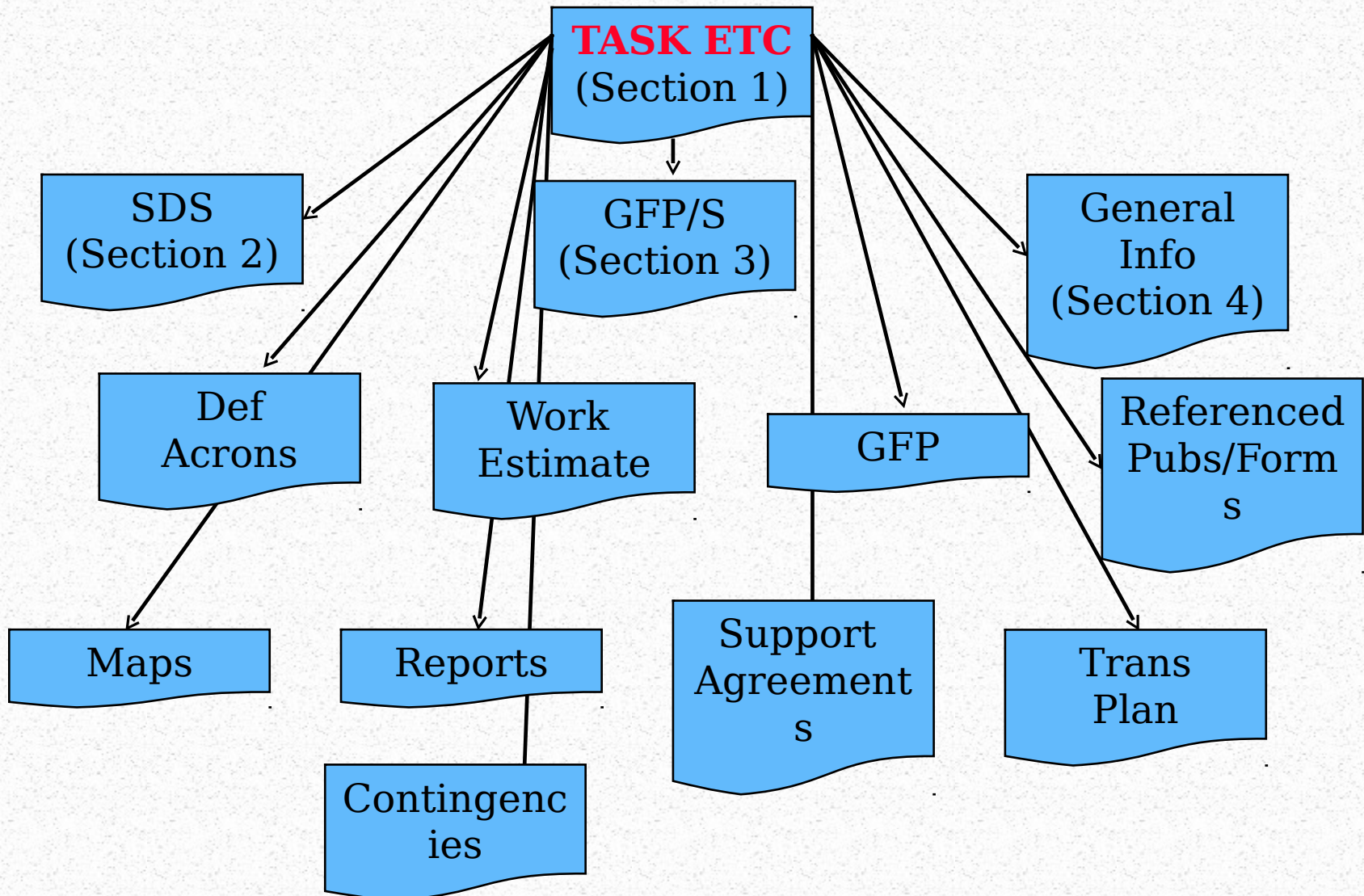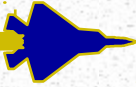
What to Review

Specific Tasks
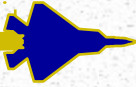(Section 1)

- **Is task CLEARLY identified?**
  - **Can often be "cut and paste" from AFI**
- **Is task measurable?**
- **Is there an adequate standard expected?**

What to Review

TASK 1: Schedule and conduct unit OJT staff assistance visits (SAV).

What to Review

TASK ONE
(Section 1)

SDS
(Section 2)

- **Are KEY outputs identified?**
  - **Most often from AFI**
- **Are Service Provider performance requirements realistic?**
  - **From AFI**
- **Can Service Provider and Govt ensure compliance?**

14
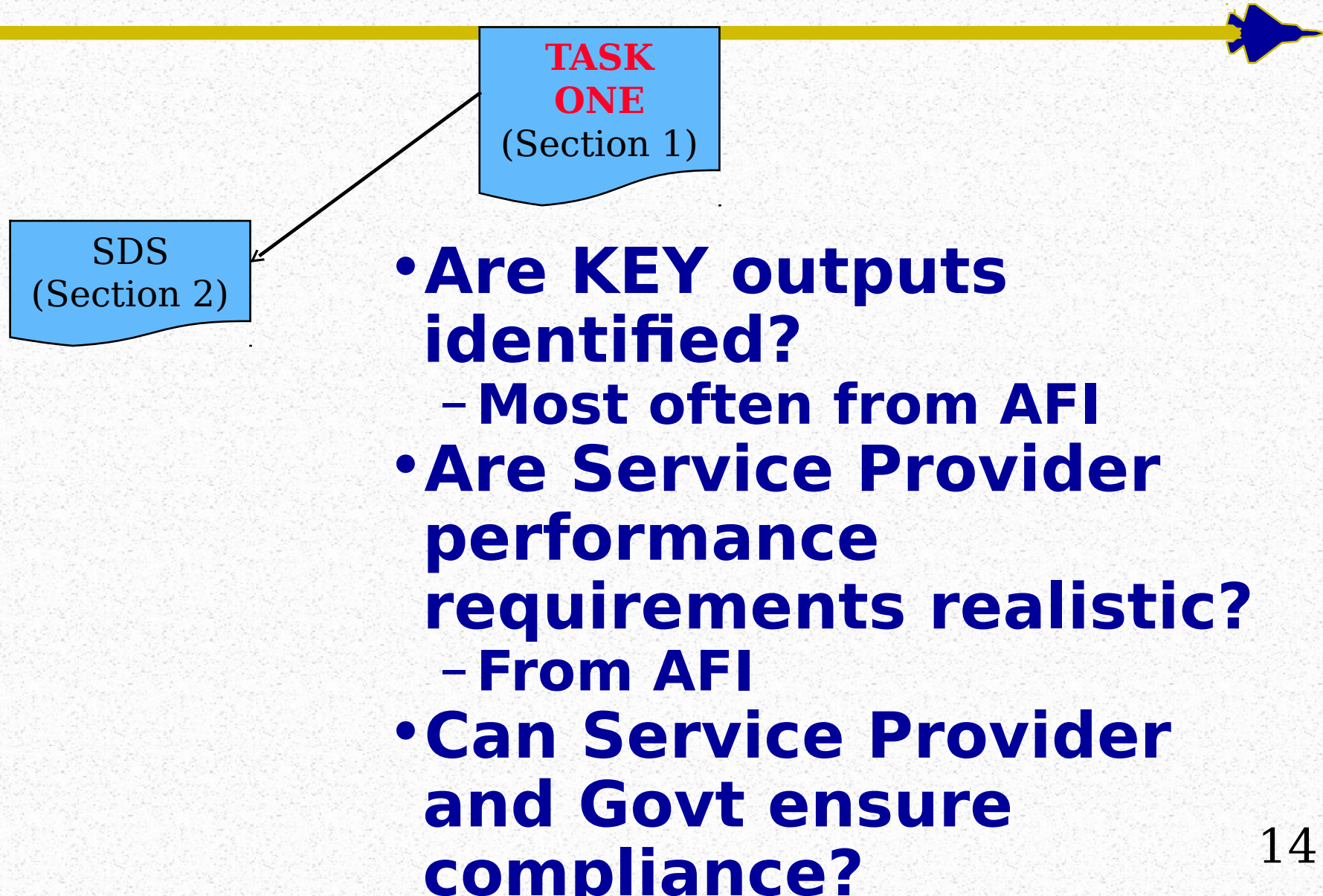
What to Review

TASK 1: Schedule and conduct unit OJT staff assistance visits (SAV).

SDS

PERFORMANCE OBJECTIVES	SOW PARAGRAPH	REGULATORY REQUIREMENT	PERFORMANCE THRESHOLD
Ensure SAVs are conducted	1.4.1	AFI 36-2201, para 4.8.4.2	100% of units every 18 months

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What to Review

TASK ONE (Section 1)

SDS (Section 2)

GFP/S (Section 3)
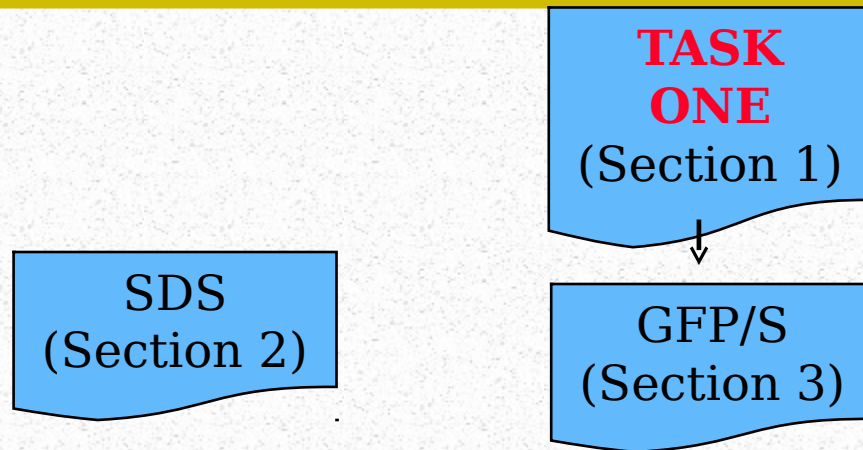
- **Are all Govt services identified?**

- **If different than FAR 45, are disposition and management instructions**

GFE Issues
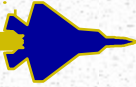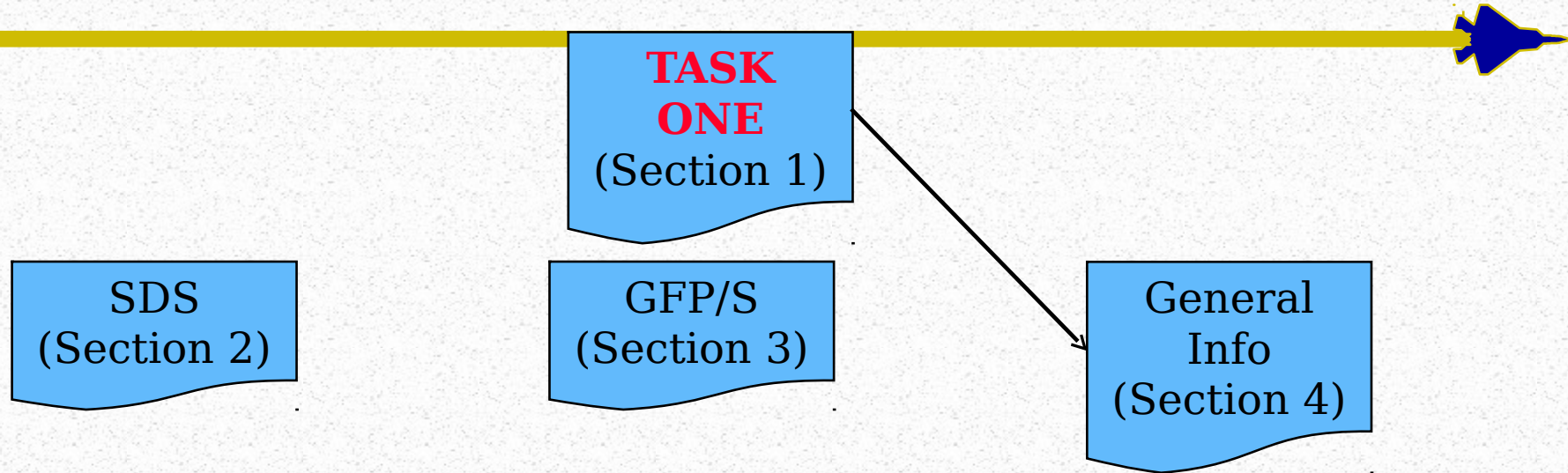
- **Vehicles**
  - **Inflate Cost**
  - **Un-levels Playing Field**
  - **Where do they get the money?**
  - **Conflicting guidance**
    - **FAR**
    - **AFI 38-203**
    - **AFI 24-301**

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What to Review

```
                    TASK
                    ONE
                 (Section 1)
```

```
SDS                GFP/S              General
(Section 2)        (Section 3)        Info
                                      (Section 4)
```

- **All general information**
  - **Local information (don't duplicate)**
  - **Hours of operation**
  - **Certifications**
  - **Security, key control, etc.**
  - **Contingency Elements**
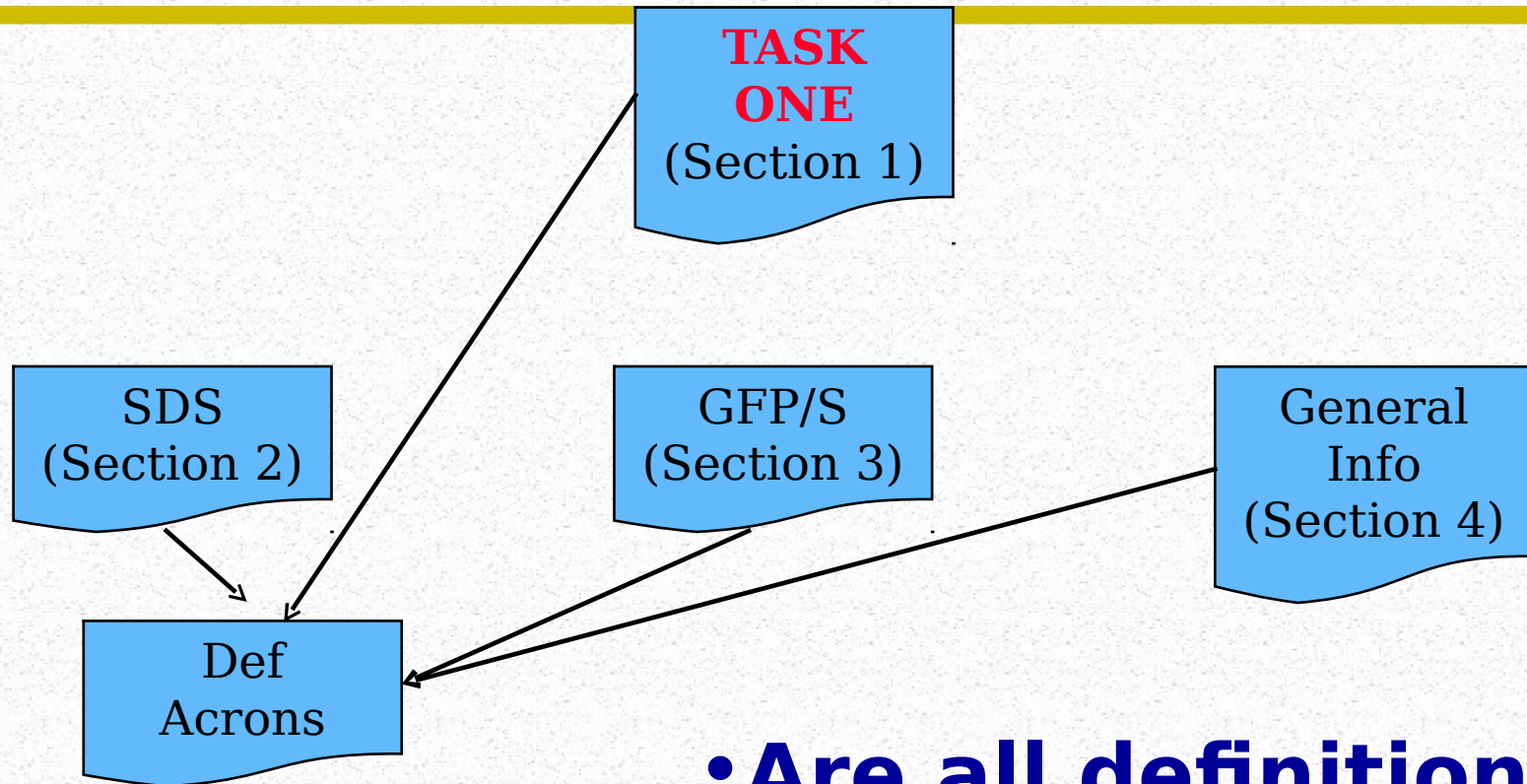
18

What to Review

TASK 1: Schedule and conduct unit OJT staff assistance visits (SAV).

SDS
(Section 2)

GFP/S
(Section 3)

Normal Hours of Operation: The Government's normal duty hours run five days per week, Monday through Friday, from 7:30 AM to 4:30 PM. All BTES functions shall be open during normal duty hours.

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What to Review

TASK ONE (Section 1)

SDS (Section 2)

GFP/S (Section 3)

General Info (Section 4)

Def Acrons

- **Are all definitions and acronyms identified?**

What to Review

TASK 1: Schedule and conduct unit OJT staff assistance visits (SAV).

SDS
(Section 2)

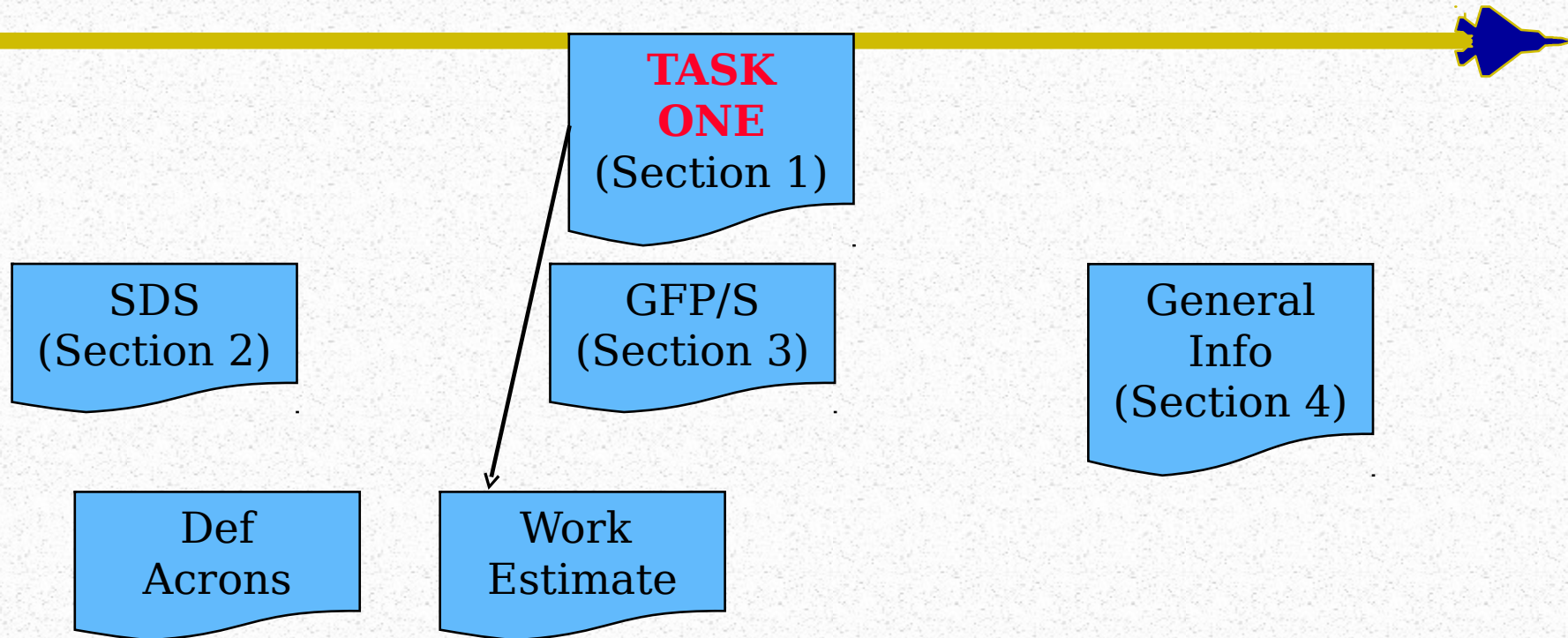GFP/S
(Section 3)

General
Info
(Section 4)

DEFs — On-the-Job Training. Hands-on, "over-the-shoulder" training that a duty location used to certify personnel in both upgrade (skill-level award) and job qualification (position certification) training.

Acronyms

OJT   On-the-job Training

SAV   Staff Assistance Visit

SOAR   Scholarship for Outstanding Airmen

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What to Review

TASK ONE
(Section 1)

SDS
(Section 2)

GFP/S
(Section 3)

General
Info
(Section 4)

Def
Acrons

Work
Estimate

- **Are inputs/outputs quantified?**

What to Review

TASK 1: Schedule and conduct unit OJT staff assistance visits (SAV).
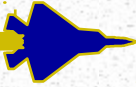
SDS
(Section 2)

GFP/S
(Section 3)

General
Info
(Section 4)

Def
Acrons

WORKLOAD DATA:	
ACTION	FREQUENCY
Consulting Services / On-the-Job Training	
• Conduct Staff Assistance Visit	Each support unit once every 18 months
• Disseminate Policy Changes	8 times monthly

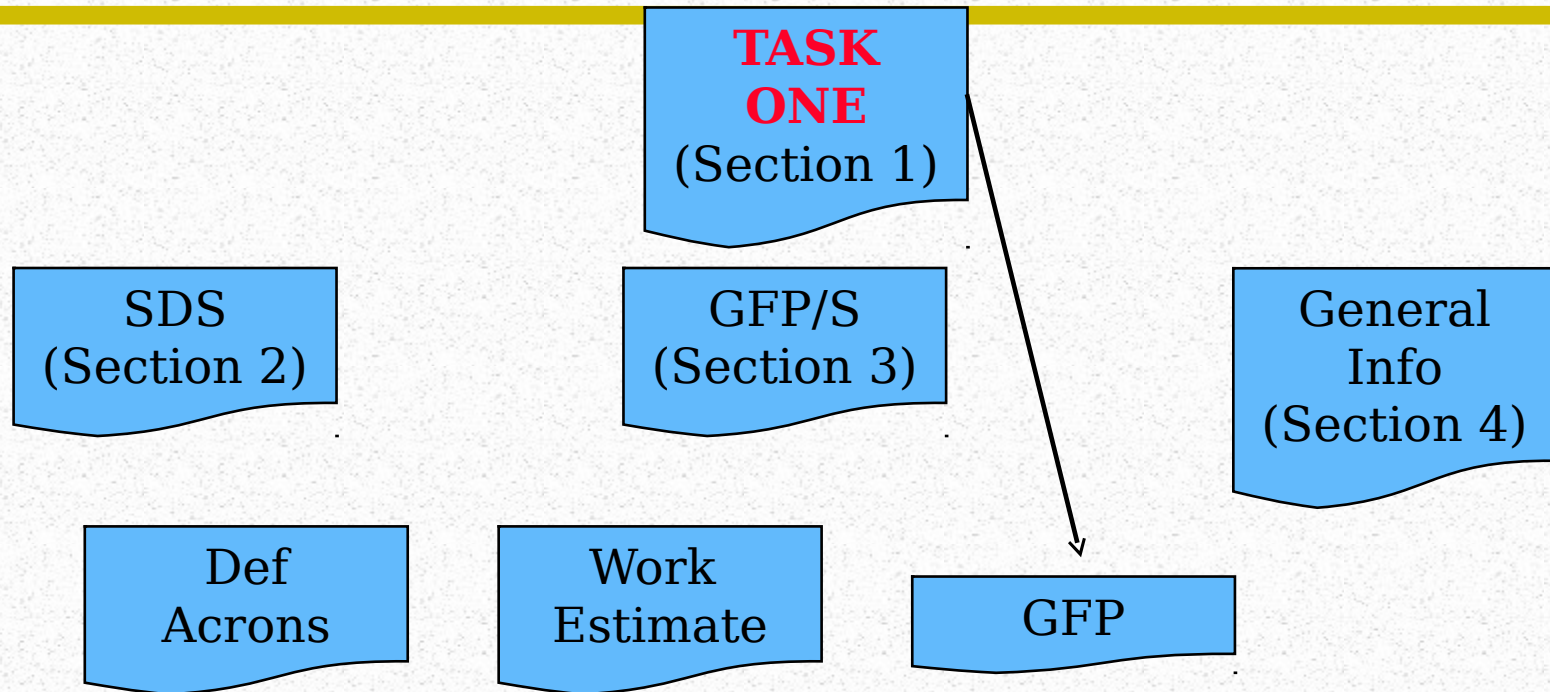Other Data: Number of units (Example)

Workload Data
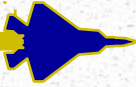
- **AFM 38-208 Vol 1 & 2**
  - Quantifiable outputs
  - Not controlled by function
  - Programmable
  - Attributes
    - Change in value results in change in manpower
    - Can be used as a forecasting tool
  - Key areas
    - Title
    - Definition
    - Source or method of count
    - Method of verification

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What to Review

TASK ONE (Section 1)

SDS (Section 2)

GFP/S (Section 3)

General Info (Section 4)

Def Acrons

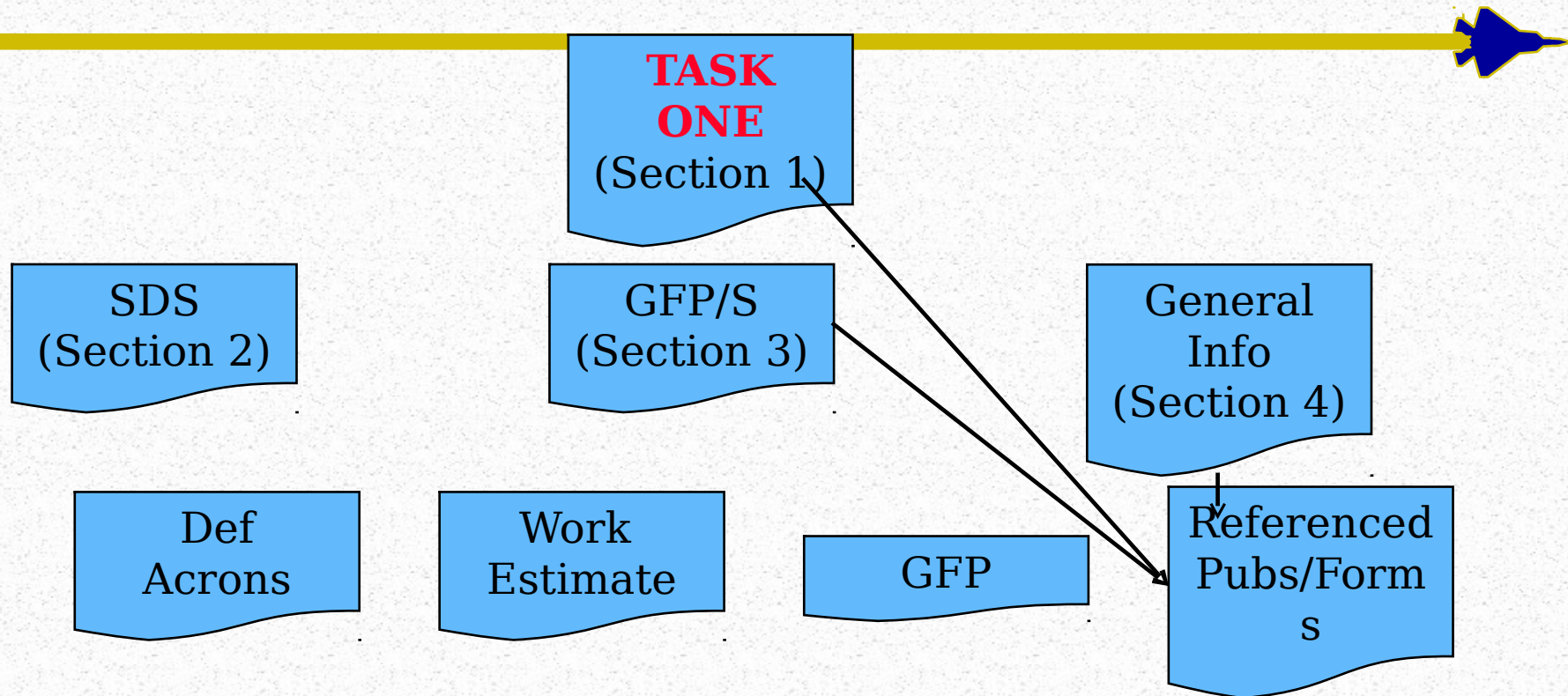Work Estimate

GFP

- **Has all GFP been identified?**

GFP

- **AFI 38-203 Chapter 9**
  - **8 Rules**
  - **Special Considerations**
    - **Must be listed in SOW**
    - **CBA not mandatory -- should be**
      - **Need some basis for decision**

What to Review

TASK ONE (Section 1)

SDS (Section 2)

GFP/S (Section 3)

General Info (Section 4)

Def Acrons

Work Estimate

GFP

Referenced Pubs/Forms
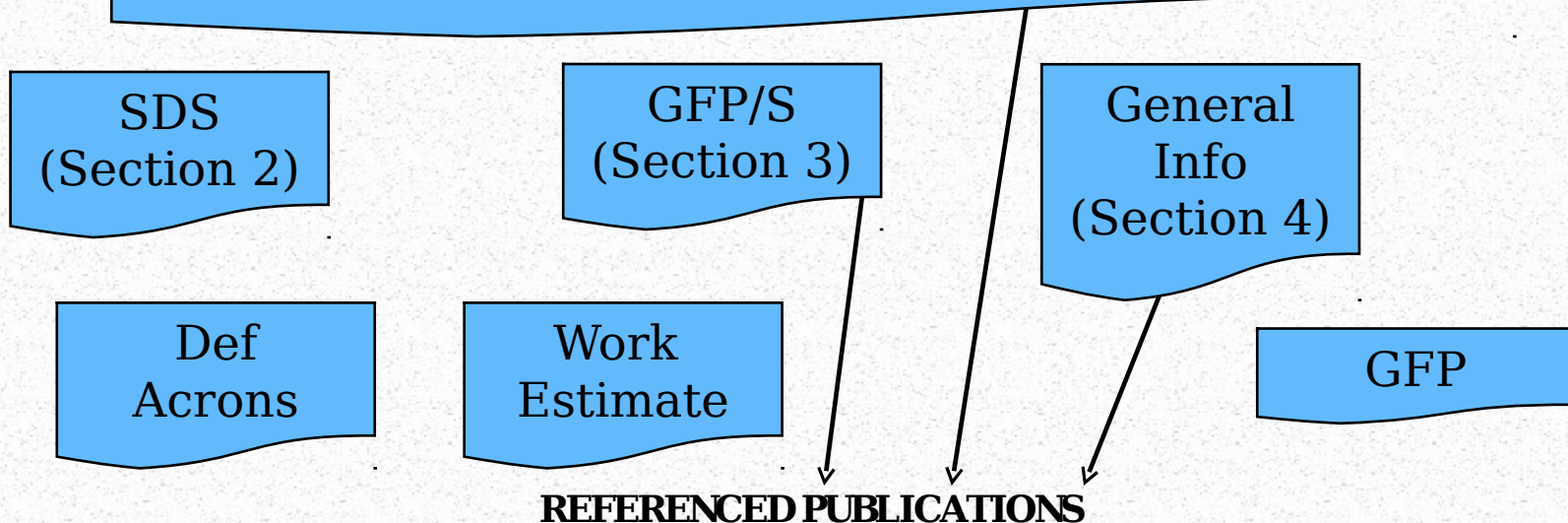
- **Have all SOW referenced publications been included? (Minimum)**
- **Are references correct?**

What to Review

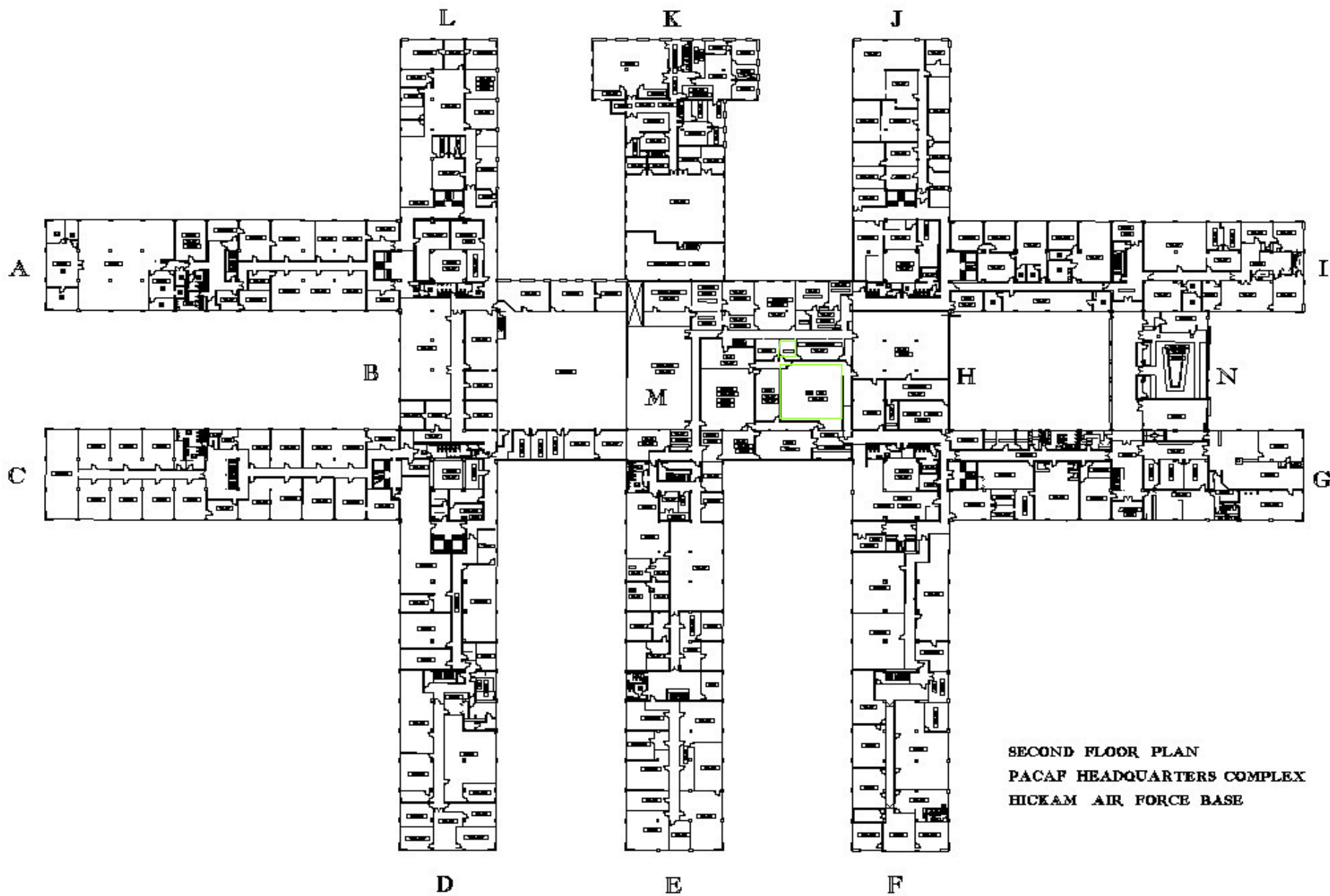**TASK 1:** Schedule and conduct unit OJT staff assistance visits (SAV).

SDS (Section 2)

GFP/S (Section 3)

General Info (Section 4)

Def Acrons

Work Estimate

GFP

REFERENCED PUBLICATIONS

PUBLICATION	TITLE	Mandatory or Advisory
AFI 36-2201	Developing, Managing & Conducting Training	M
AFI 37-132	Air Force Privacy Act Program	M
DoDD 5500 7-R	Joint Ethics Regulations	M
AFD 36-23	Military Education	M
AFMAN 37-139	Air Force Records Disposition Schedule	M

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What to Review

TASK ONE
(Section 1)

SDS
(Section 2)

GFP/S
(Section 3)

General Info
(Section 4)

Def Acrons

Work Estimate

GFP

Referenced Pubs/Forms
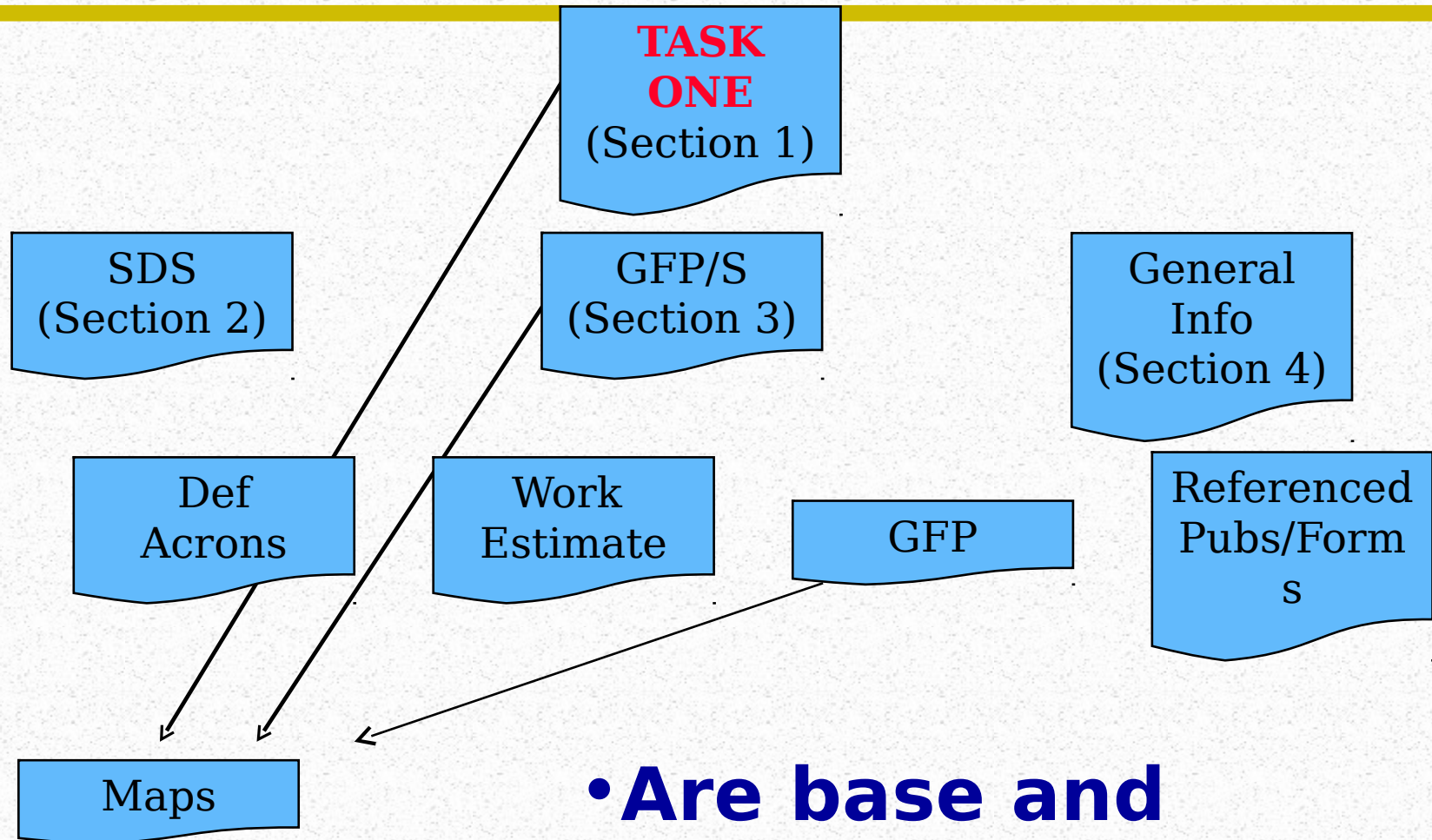
Maps

- **Are base and facility maps included?**

SECOND FLOOR PLAN
PACAF HEADQUARTERS COMPLEX
HICKAM AIR FORCE BASE

Green outline depicts current workspace

What to Review

TASK ONE
(Section 1)

SDS
(Section 2)

GFP/S
(Section 3)

General Info
(Section 4)

Def Acrons

Work Estimate

GFP

Referenced Pubs/Forms

Maps
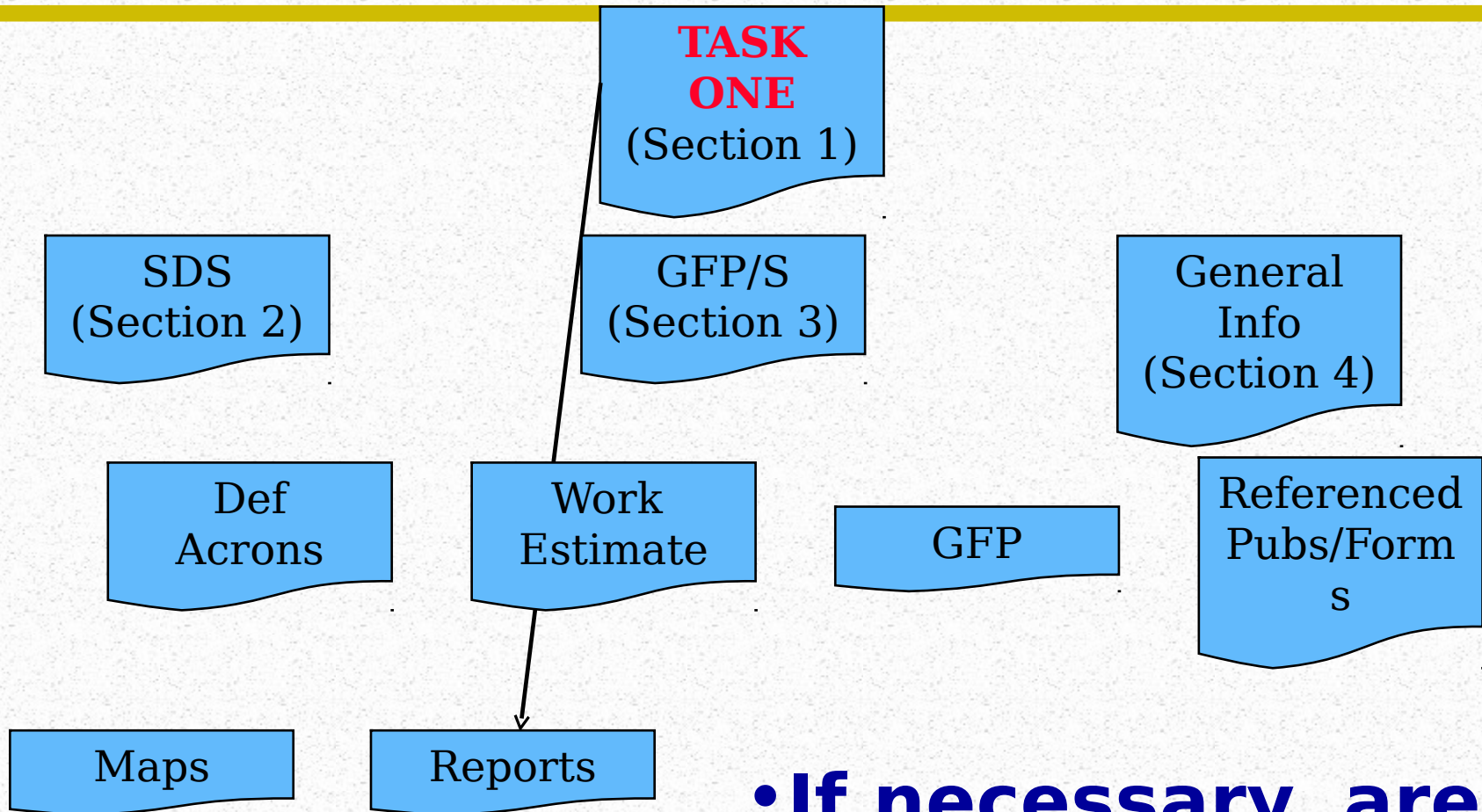
Reports
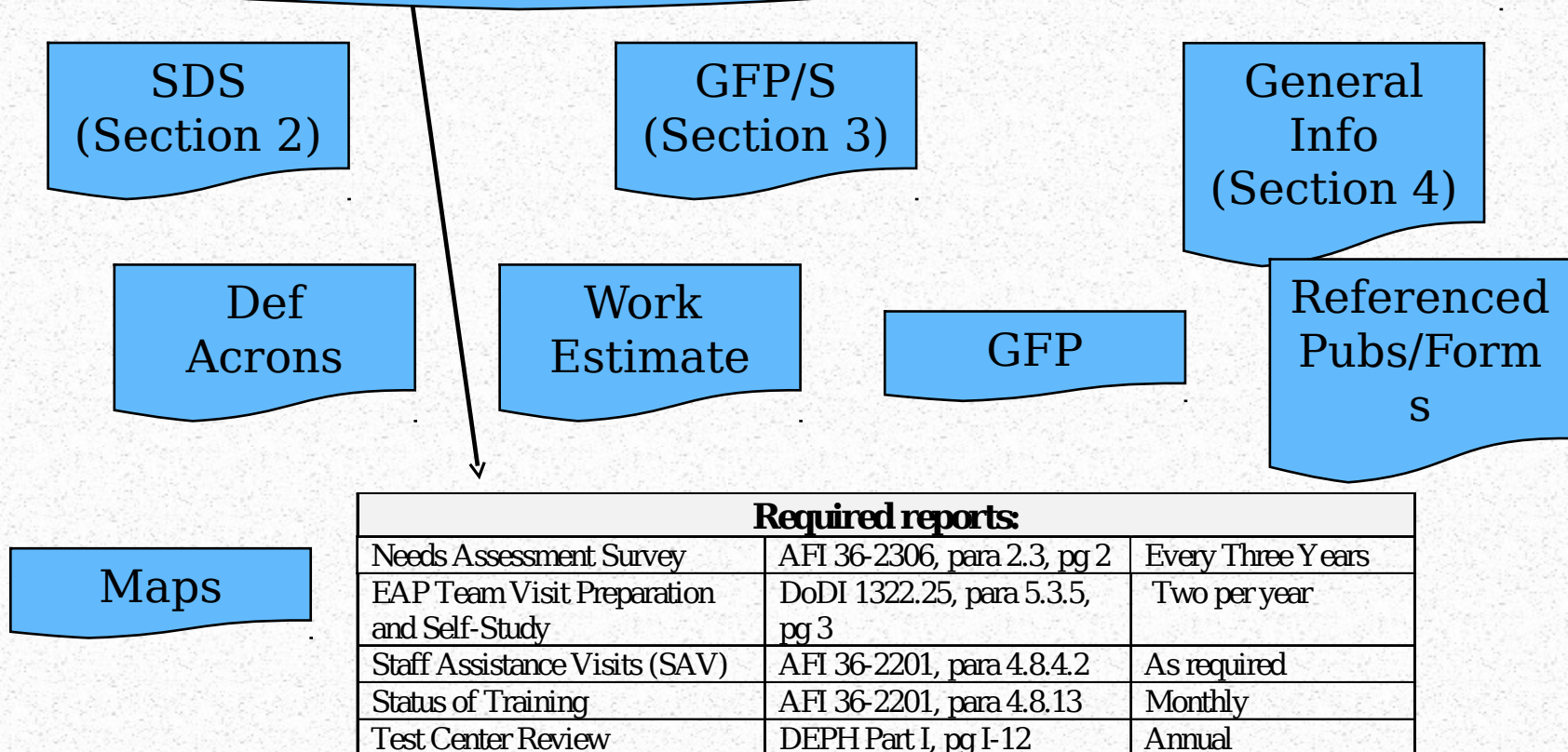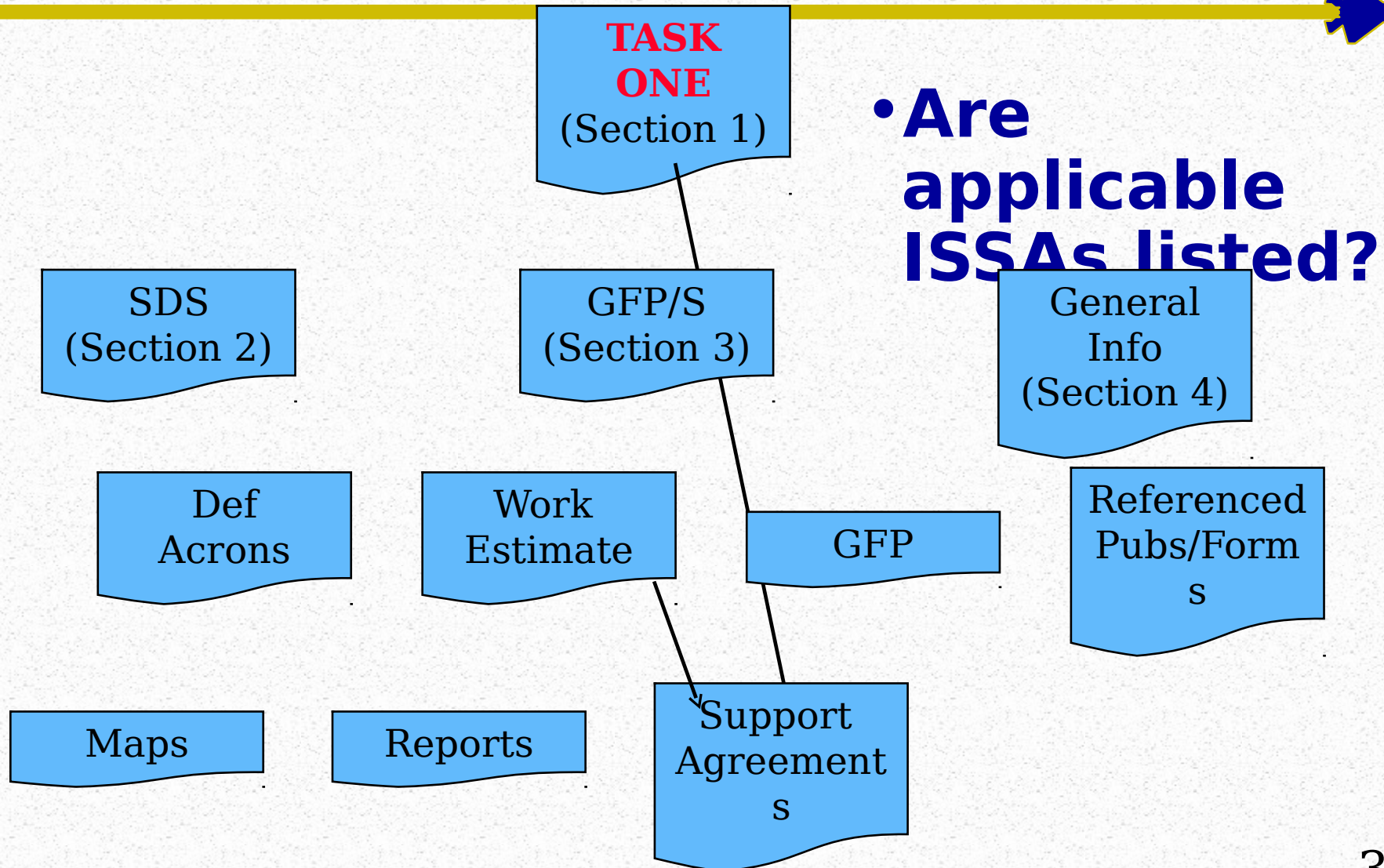
- **If necessary, are all reports listed?**

What to Review

TASK 1: Schedule and conduct unit OJT staff assistance visits (SAV).

SDS (Section 2)

GFP/S (Section 3)

General Info (Section 4)

Def Acrons

Work Estimate

GFP

Referenced Pubs/Forms

Maps

Required reports:		
Needs Assessment Survey	AFI 36-2306, para 2.3, pg 2	Every Three Years
EAP Team Visit Preparation and Self-Study	DoDI 1322.25, para 5.3.5, pg 3	Two per year
Staff Assistance Visits (SAV)	AFI 36-2201, para 4.8.4.2	As required
Status of Training	AFI 36-2201, para 4.8.13	Monthly
Test Center Review	DEPH Part I, pg I-12	Annual

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What to Review

TASK ONE
(Section 1)

- **Are applicable ISSAs listed?**

SDS
(Section 2)

GFP/S
(Section 3)

General Info
(Section 4)

Def Acrons

Work Estimate

GFP

Referenced Pubs/Forms

Maps

Reports

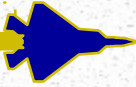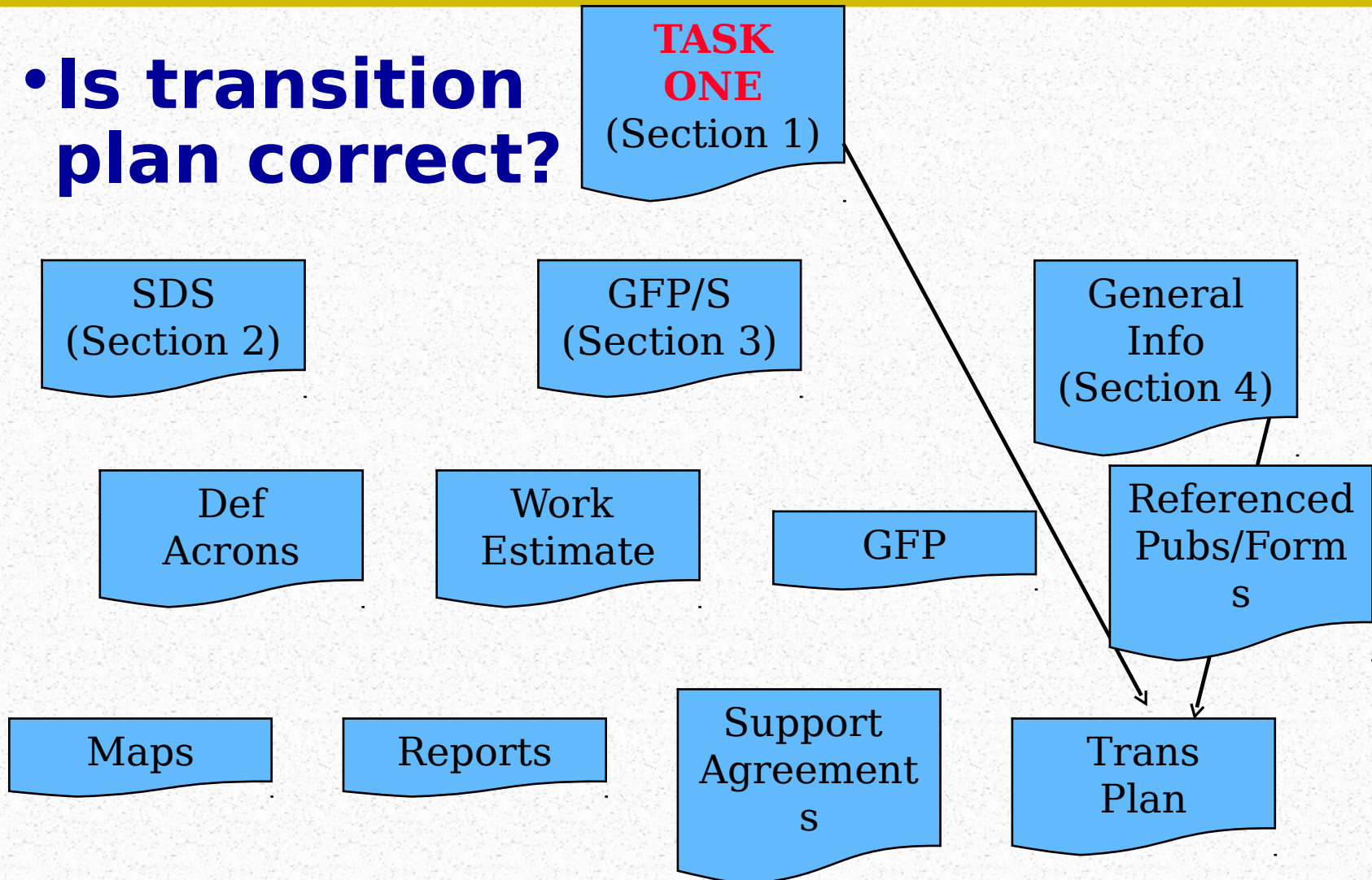Support Agreements

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ISSA/HTSA

- **Need to Ensure Workload is Included**
- **Tenant Decides!!**
  - **If service is above minimum**
    - **Separate Workload**
    - **Establish Provisions for Reimbursements**
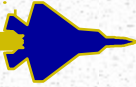   - **Must be Clearly Articulated**

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What to Review

- **Is transition plan correct?**

TASK ONE (Section 1)

SDS (Section 2)

GFP/S (Section 3)

General Info (Section 4)

Def Acrons

Work Estimate

GFP

Referenced Pubs/Forms

Maps
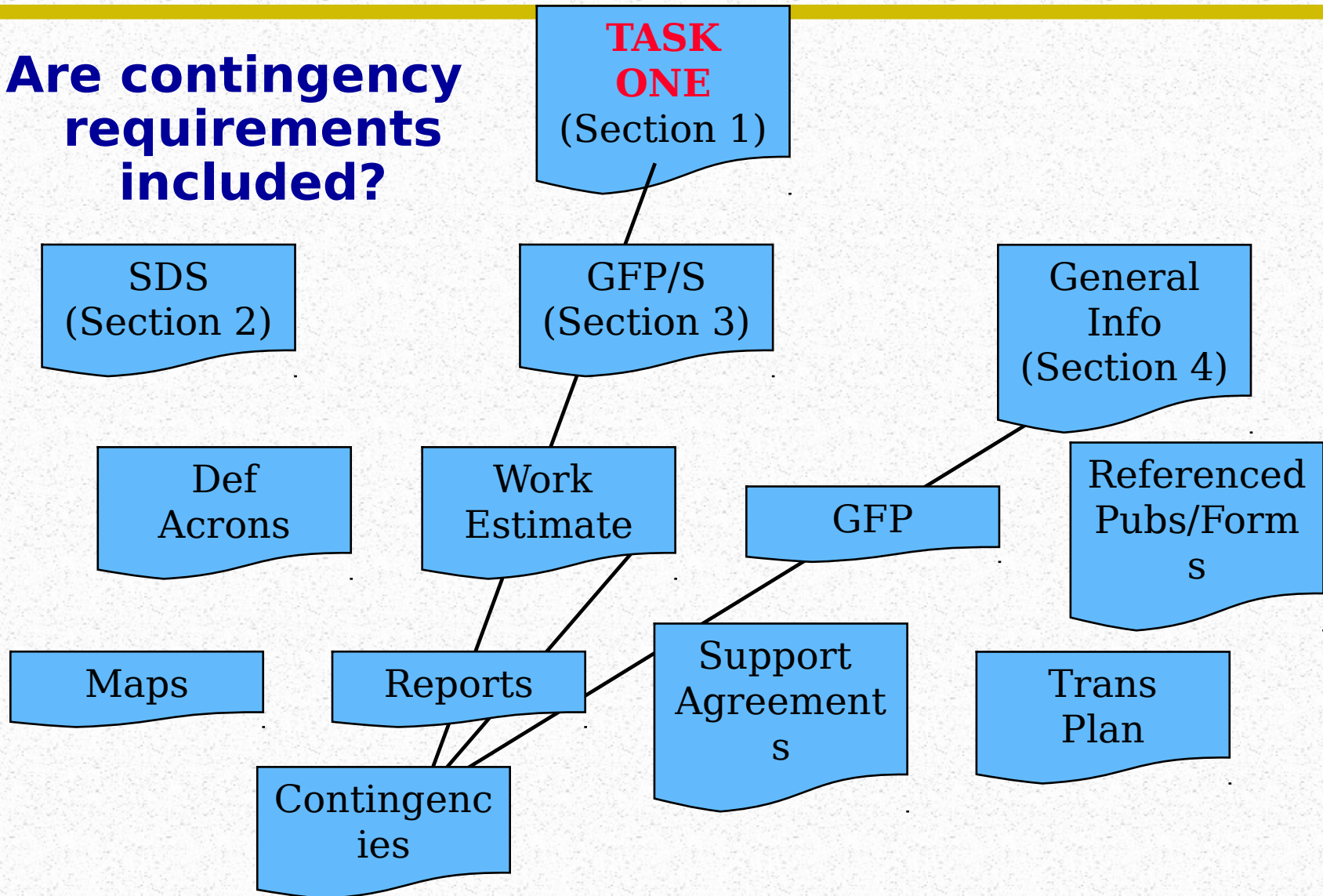
Reports

Support Agreements

Trans Plan

TRANSITION PLAN

- **Issues**
  - **Pipeline (Do Not turn Off Pipeline Early)**
    - **By Name**
  - **Funding/CLIN**
    - **Best if Separate**
  - **Timelines (DP Driven)**
  - **Performance Requirements**
  - **Security (Takes a Lot of Time)**
    - **SSO Coordination**
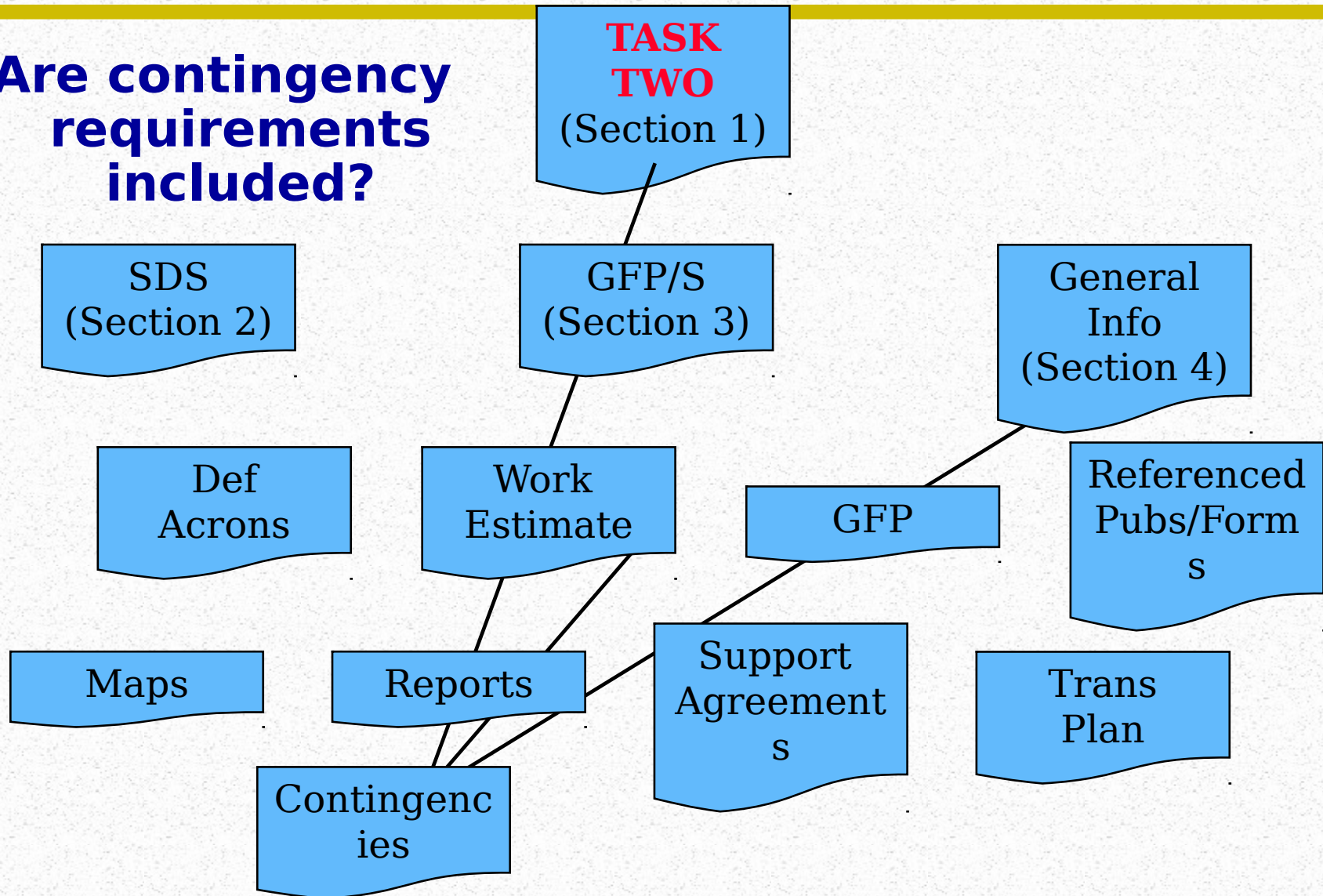 - **Labor Market Analysis**
    - **Resumes**
  - **FAC/CA**

What to Review

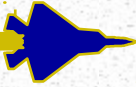**Are contingency requirements included?**

TASK ONE (Section 1)

SDS (Section 2)

GFP/S (Section 3)

General Info (Section 4)

Def Acrons

Work Estimate

GFP

Referenced Pubs/Forms

Maps

Reports

Support Agreements

Trans Plan

Contingencies

What to Review

Are contingency requirements included?

TASK TWO
(Section 1)

SDS
(Section 2)

GFP/S
(Section 3)

General Info
(Section 4)

Def Acrons

Work Estimate

GFP

Referenced Pubs/Forms

Maps

Reports

Support Agreements

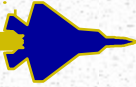Trans Plan

Contingencies

Contingency

- **Mandatory Provisions**
  - **AFI 63-124**
  - **DoDI 3020.37**
- **Common Area Missed or Overlooked**

Important Points

- **Never duplicate anything covered in FAR**
  - **Paraphrasing could be confusing**
- **Separate GFP from workload**
- **Everyone's input is important!!**
  - **But, use care in "blindly" accepting**
- **Cross-reference publications/forms**
- **Double-check solicitation when issued**
  - **FAR clauses**
  - **Transition periods**
- **If not required by reg - don't include!**
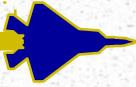- **First Step - Research, research, research!!!**

TOOLS
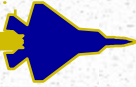
- **AFI 63-124**
- **AFI 38-203**
- **AFM 38-208 VOL 1&2**
- **MAJCOM A-76 Office**
- **AFMIA A-76 Office**
- **AF and MAJCOM Manpower Standards**
- **Requirements Matrix**

Summary
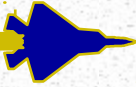
- **SOW is most important document in solicitation**
  - Who
  - What
  - When
  - Where
  - NOT HOW!
- **Clear, concise**
  - Flexibility to perform
- **Mirrors acquisition strategy**
- **Team document**

In Closing…….

- **Comments or Questions?**

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